Next 1 Page(s) In Document Exempt

UNITED STATES DEPARTMENT OF COMMERC
National Bureau of Standards
Washington, D.C. 20234

1976 September 28

MEMORANDUM FOR FIPS Points of Contact

From: Harry S. White, Jr.
        Associate Director for ADP Standards

Subject: FIPS Task Group 22 - Word Processing

The Federal Information Processing Standards Coordinating and Advisory
Committee approved a scope and program of work, at its August 5, 1976
meeting for the subject task group (copy attached). The purpose of
this memorandum is to solicit nominations for members for Task Group 22.

The work of this task group is: to identify the extent to which ADP
hardware, software, and systems are employed in Word Processing
Systems; to identify those areas where they may be probable interfaces
between Word Processing and ADP Systems; and to develop or recommend
development of useful common standards.

The first technical working session of the task group is scheduled
for 9:30 a.m. on November 17, 1976 in Room B255, Technology Building,
NBS, Gaithersburg, Maryland. In view of this new work program, you
are requested to consider your interests in these activities and
nominate candidates for membership on this task group, if you have
not already done so.

Please contact Mr. Victor Kehler, the task group Chairman, on (202) 756-1248
concerning any questions about the task group. Also, to assist in planning
for the meeting, please send to Mr. Kehler the list of persons from your
agency designated to participate on the task group and who will be
attending the November 17, 1976 meeting. His mailing address is:
Mr. Victor Kehler, Chairman of FIPS Task Group 22, U.S. Air Force (DAY),
Room 302, Washington, D.C. 20330.

Your continued support of the Federal Information Processing Standards
program is most appreciated.

Attachment

<u>FC 353</u>

21 July 1976
McGreer
697-8632

PROPOSED OBJECTIVES, SCOPE, AND PROGRAM OF WORK FOR A PROPOSED TASK GROUP OF
THE FEDERAL INFORMATION PROCESSING COORDINATION AND ADVISORY COMMITTEE (FIPSCAC)

<u>Scope</u>:

To identify the extent to which ADP hardware, software, and systems are
employed in Word Processing Systems, to identify those areas where they
may be probable interfaces between Word Processing and ADP systems, and
to develop or recommend development of useful common standards.

<u>Program</u>:   (Not necessarily in priority sequence)

1. Develop, or participate in the development of, a common definition
for Word Processing acceptable and useful to both communities.

2. Survey the Word Processing market and technology to identify those
areas that would benefit from ADP or interface standards.

3. Identify existing applicable standards.

4. Identify ADP components (hardware, software, and systems) of current
and future Word Processing systems.

5. Identify interfaces of Word Processing and ADP systems.

6. Develop criteria which can be utilized to pursue the development of
pertinent standards.

7. Develop recommendations to FIPSCAC on proposed courses of action to
develop pertinent standards.

8. Develop a time and event schedule/milestone chart to include reporting
of status and plans to FIPSCAC at least quarterly.